



ANNOUNCEMENT NUMBER: 98-226ZC

OPENING DATE: 09-14-98

CLOSING DATE: 09-25-98

AREA OF CONSIDERATION:
ALL RECRUITING SOURCES
ICTAP ELIGIBLES (SEE ATTACHED)

VACANCY ANNOUNCEMENT

POSITION TITLE, SERIES AND GRADE AND SALARY

WRITER-EDITOR, GS-1082-11/12

GS-11: \$39,270 - \$51,049

GS-12: \$47,066 - \$61,190

ORGANIZATION, GEOGRAPHIC LOCATION

ED/OFFICE OS POSTSECONDARY EDUCATION/STUDENT FINANCIAL ASSISTANCE PROGRAMS/POLICY TRAINING
& ANALYSIS SERVICE/PROGRAM INFORMATION BRANCH/DEVELOPMENT SECTION/WASHINGTON, DC

PROMOTIONAL POTENTIAL: GS-12

COVERED BY MERIT PAY: NO

SUPERVISION/MANAGER PROBATIONARY PERIOD: NO

BARGAINING UNIT: YES

Applicant Must Meet qualification and Time-in-Grade Requirements by THE
CLOSING DATE OF THIS VACANCY ANNOUNCEMENT.

PART TIME

TEMPORARY NTE:

PLEASE NOTE: That federal agencies are prohibited from accepting and considering political recommendations from Members of Congress, Congressional employees, elected state or local government officials, and political party officials in support of your application for employment.

***NEW APPLICATION PROCEDURES:** You may apply for this position with a resume, Optional Application for Federal Employment (OF-612), Standard Form SF-171, or other application format of your choice.

Your application should address the following: * Work experience related to the position for which you are applying including job titles, duties and accomplishments, employer's name, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. If you have federal civilian experience, indicate the highest grade held, the job series, and dates held. * Educational accomplishments including:

(a) high school graduation date, (b) college/university information with major, year type of degree, and major/minor course credits by semester or quarter hours. If no degree, show total credits earned and indicate whether semester or quarter hours. Applicants are encouraged to respond to the Evaluation CRITERIA (KSA's) listed on this announcement. Please include the vacancy announcement number of the position for which you are applying, your current address, and business and/or home phone number(s).

You must be a U.S. Citizen, this is necessary to be eligible for consideration. If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans' preference. If you believe you are eligible, attach a copy of your DD-214 or Application for 10-Point Veterans' Preference. (This is not necessary for status candidates for consideration under merit promotion procedures).

Candidates may be asked to fill out a Declaration for Federal Employment (Optional Form 306). Individuals selected for positions will be required to certify that their application materials are accurate when they enter on duty.

In order to streamline our application procedures we have eliminated the Supervisory Appraisal of Demonstrated Performance or Potential form. Candidates currently working for the federal government should submit their most recent performance appraisals.

DUTIES: The incumbent researches material for, plans content of, writes, and edits technical and general publications and other documents on the Department of Education's major student aid programs: Federal Pell Grants, William D. Ford Federal Direct Loans, Federal Family Education Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study (FWS), Federal Perkins Loans, and State Student Incentive Grant (SSIG). The incumbent tailors the contents, language, and complexity of these publications to the intended audiences. Based on comprehensive knowledge of effective writing techniques and methods, as well as on thorough, technical knowledge of the subject, of the audience, and of the publication's purpose, the incumbent plans the directions and emphases to be used in presenting the information, and the approaches to be used in developing it.

EDUCATIONAL SUBSTITUTIONS WILL BE ALLOWED AS SET FORTH IN O.M. QUALIFICATION HANDBOOK X-118.

All applicants will receive consideration regardless of race, age, religion, sex national origin, political affiliation, union affiliation or non-affiliation marital status, non-disqualifying physical handicap, or any other non-merit reason.

CONTROL 98-294836

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Distribution:

METHODS TO BE USED IN EVALUATING CANDIDATES: To receive full credit for your qualifications, provide detailed evidence of experience training, education, awards, hobbies, self-development achievements and any other aspect of your background as they relate to the knowledge, skills and abilities requirements outlined below and show how and when they were used. Include clear concise examples to show level of accomplishment and degree of responsibility. Qualified candidates will be evaluated using the listed criteria to determine the best qualified for referral to the selecting officials.

EVALUATION CRITERIA: (Knowledge, Skills and Abilities Required and Weights for Each.)

QUALIFICATIONS REQUIRED:

General Experience: None

Specialized Experience: Applicants must have 52 weeks of experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the work of the positions to be filled. To be creditable, specialized experience must have been at least to the next lower grade level in the normal line of progression for the occupation in the organization. **GS:11 - Candidates MUST possess substantive knowledge of and experience in effective writing and editing, sufficient to enable the incumbent to write manuals, guides and other publications adaptable to the uses and needs of their intended audience. GS:12 - Candidates MUST possess thorough professional knowledge of theories, principles, and techniques of effective writing, to enable the employee to write manuals, guides and other publications adaptable to the uses and needs of their intended audience, and that provide authoritative information.**

<u>KSA's</u>	<u>WEIGHTS</u>
1. Skill in writing and editing.	3.0
2. Knowledge of Title IV programs, policies, and procedures.	3.0
3. Planning and coordination skill.	2.0
4. Familiarity with page layout techniques.	2.0

CANDIDATE SELECTED FOR THIS POSITION WILL BE REQUIRED TO FILL OUT A "QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS" (SF-85) OR A "QUESTIONNAIRE FOR SENSITIVE POSITIONS" (SF-86), WHICHEVER IS APPROPRIATE.

APPLICANT BACKGROUND SURVEY: PLEASE RETURN THE BACKGROUND SURVEY FORM WITH YOUR APPLICATION. THE INFORMATION YOU PROVIDE WILL BE USED FOR STATISTICAL PURPOSES. THE RETURN OF THIS FORM IS VOLUNTARY. FAILURE TO RETURN THIS FORM WILL HAVE NO IMPACT ON YOUR CONSIDERATION FOR THIS POSITION.

ADDITIONAL SELECTIONS MAY BE MADE WITHIN 90 DAYS OF THE OPENING DATE OF THIS ANNOUNCEMENT SHOULD VACANCIES OCCUR.

WHERE TO APPLY: Send applications and all required documents to Department of Education, Personnel Office - Room 1244, 600 Independence Avenue SW, Washington, DC 20202-4645. For additional information regarding this announcement contact **EMPLOYMENT OFFICE** on **(202) 401-0559**.
MAIL STOP 4645

APPLICATION RECEIPT: All applications and forms must be received or postmarked by the closing date of this announcement. All applications will be retained by the Personnel Office as part of the record of this action. Applications received in franked US Government envelopes will be returned without consideration.

Applications will X will not be accepted from non-status candidates. Non-status candidates are those individuals who do not have competitive status (e.g. reinstatement eligibility, transfer eligibility from another government agency, etc.). If applications are accepted from non-status candidates (except for disabled individuals). They must be within the areas of consideration. Competitive status is not required if applicant is a disabled individual who may be eligible for appointment under a special Schedule A appointing authority in the excepted service. Applicants who meet this provision may apply even if they are outside the area of consideration. Candidates eligible for reinstatement must submit an SF-50, Notification of Personnel Action, from their last competitive appointment.

NOTICES: The applicant selected for this position is subject to a check to verify that he or she has not defaulted on any loan funded or guaranteed by the US Department of Education. New employees found to be in default will be contact by the Department to make arrangements for repayment.

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.